

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WtWB02-19

Date: September 12, 2002  
Expiration Date: 12/31/02  
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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: JTA SYSTEM AVAILABILITY

The purpose of this information bulletin is to inform all system users that the Job Training Automation (JTA) system will be unavailable from September 27-29, 2002, due to scheduled system upgrades.

Additionally, the Internet Protocol (IP) address for the JTA system will change to 169.3.34.167 with this system upgrade. Those organizations using the IP address versus the system alias (jta.cahwnet.gov) to access the JTA system will need to change the IP address to the new one. To prevent having to change the IP address every time the system is upgraded in the future, please use the system alias.

**Since the JTA system will be unavailable on Friday, September 27, the cash request process will also be unavailable on that day.** Normally, cash requested on September 27, would be delivered on October 1. Cash needed for Tuesday, October 1, should be ordered before cut-off (1:30 p.m.) on Thursday, September 26. Cash requests received after cut-off on Thursday (September 26) through cut-off on Monday, September 30, will result in a cash delivery date of Wednesday, October 2.

We fully expect the JTA system will be back up on Monday, September 30. However, if the JTA system is not restored by Monday, cash requests using the manual/fax system will be accepted. Please refer to the *JTA System On-Line Cash Request Handbook* for this process.

If you have any questions about the JTA system's availability during the system upgrade period, please contact the JTA Help Desk at (916) 653-0202. Please direct cash request questions to the Fiscal Programs Division Cash Help Desk at (916) 654-7868 or Erma Mason, Workforce Investment Division Financial Management Unit, at (916) 653-1465.

/S/ BILL BURKE  
Chief  
Workforce Investment Division